

## APPENDIX D: GLOSSARY

The following matrix defines the terms and acronyms used by DSCYF.

Term	Definition
ACA	See—American Correctional Association.
ADA	See—Americans with Disabilities Act.
Administrative Records	Records relating to the administrative functions of an agency to include budget documents, contracts, building plans, newsletters, reports, correspondence, etc.
Adoption and Foster Care Analysis and Reporting System (AFCARS)	Federally mandated data collection on foster care and adoption. (See AFCARS element and mapping guidelines for specific data fields).
Adoption and Safe Families Act of 1997 (ASFA)	Federal law and regulations to promote adoption and other permanent homes for children.
Adoption Appeal	An appeal, generally by a foster care family, when their application for the adoption of a child for which they have provided foster care, is denied.
AFCARS	See—Adoption and Foster Care Analysis and Reporting System.
Agreement	The written agreement and conditions that establish the expectations between DFS and foster parent(s).
American Correctional Association (ACA)	The professional organization that establishes standards and coordinates the accreditation process for programs in the Division of Youth Rehabilitative Services including juvenile detention centers and training schools.
Americans with Disabilities Act--HR 504 (ADA)	Civil law protecting persons with a known disability from discrimination.
Appeal	A request to a higher authority for a review of information collected by the Department on an individual or resource provider for the purpose of making a critical decision.
Appeal Decision	Support or denial of a requested relief.
Appeal Finding	Documented justification of appeal decision.
Appellant	Party initiating the appeal process.

Term	Definition
Appropriated Special Funds (ASF)	Funds received through Title IV-E and Medicaid through claims processed by the Cost Recovery Unit.
Approval	The endorsement of an application, decision, plan, plan of action, or monetary expenditure by a competent authority.
Archiving	The process of removing a precise set of infrequently used reference data from an overloaded relational database and keeping it active in an archive where it can be easily and quickly retrieved when needed.
ASF	See—Appropriated Special Funds.
ASFA	See—Adoption and Safe Families Act of 1997.
Assessment	A process to determine the risks, strengths, and needs of a DSCYF client.
Audit Trail	Information collected when data are corrected, including worker, worker supervisor, when, what record and fields, why, error information, corrected information.
Behavioral Health Treatment Plan	A “treatment plan” is a plan for behavioral health services based on a comprehensive assessment that includes a specific diagnosis, child and family strengths, the specific goals to be accomplished, the staff person(s) taking responsibility for each goal, the time frame for each goal, the treatment interventions and modalities to be used (group, family, individual, etc.), and the behavioral indicators of success. The treatment plan is a collaborative process between the therapist, the child, and family and should be signed by the therapist, child, and parent/custodian. Behavioral health care services listed on a service plan are given additional specificity on a behavioral health care treatment plan.
CAFAS	See—Child and Adolescent Functional Assessment Scale.
CARF	See—Commission on Accreditation of Rehabilitation Facilities
Case Management Service	Support or coordination to facilitate a treatment or service plan.
Case Records	Records that contain information about services provided by an organization or through contractual arrangements to an individual or organization.
Case Review	Evaluation of compliance with case work expectations, policy, and procedures.
CDW	See—Child Development Watch.

Term	Definition
Child and Adolescent Functional Assessment Scale (CAFAS)	The Child and Adolescent Functional Assessment Scale is a rating scale that assesses a youth's degree of impairment in day-to-day functioning due to emotional, behavioral, psychological, psychiatric, or substance use problems.
Child and Youth Centered Information System (CYCIS)	A precursor to the current Family and Child Tracking System (FACTS).
Child Development Watch (CDW)	A Department of Health and Social Services administered program to identify and serve developmentally delayed children ages 0 –3.
Child Health Insurance Program (CHIP)	Established as Title XXI of the Social Security Act, the Children's Health Insurance Program to cover poor children with incomes up to 200% of poverty. Unlike Medicaid, which is an open-ended entitlement program, CHIP is a capped grant that is appropriated each year. States are able to use their CHIP allotment either to establish a health insurance system like Medicaid or to provide healthcare directly. Delaware has chosen to provide health insurance.
Child Welfare Block Grant (Title IV-B)	Title IV-B of the Social Security Act provides matching grants to States for child welfare services which are broadly defined as: services that protect and promote the welfare of all children, seek to prevent or remedy problems associated with child maltreatment and delinquency, help maintain children with biological parents when possible, and place children for adoption or in other appropriate care where reunifications or continued care with biological parent(s) is not possible or appropriate.
CHIP	See—Child Health Insurance Program.
CJIS	See—Criminal Justice Information System.
Claim	A transaction wherein a service is provided and a request for payment for that service is submitted to the payor. Claims that DSCYF submits to Medicaid must be in one of the 2 HIPAA standard transaction formats, the 837 Professional or Institutional claim format. The “bills” that DSCYF providers submit to us for payment are also considered claims, although they are not covered by HIPAA and do not have to be in one of the standard formats, although they could be.
Clinical Necessity	A set of criteria associated with each service level in the behavioral or mental health care arena that must be met in order for a child to receive the service. A licensed mental health professional must concur with the determination in order for it to be a Medicaid billable service.
Coding Strip	The line of coding entered into OMS or DFMS that indicates the type of funds (ASF,GF, NSF) the appropriation code (source), the objective code (type of service or product), the payment amount, the vendor (payee), and the federal reporting category (if applicable).
Collateral	An individual who is a source of additional pertinent information.
Commission on Accreditation of Rehabilitation Facilities	An independent non-profit organization that establishes standards and coordinates the accreditation of behavioral health organizations such as the DSCYF Division of Prevention and Behavioral Health Services.

Term	Definition
Complaint	A voiced dissatisfaction for which there is no formal appeal process.
Comprehensive Aftercare Program Grant	Pass through grant to the Division of Youth Rehabilitative Services (YRS) from the State of Delaware Criminal Justice Council.
Concern	Dissatisfaction that is later classified as complaint.
Contact	This entity contains data elements pertaining to a minimum, required, documented DSCYF worker interaction with or about a DSCYF client.
Contract	An agreement between DSCYF and a provider, the terms of which are contained completely within a document, which has been signed by the Contractor and the Department and which both parties intend to be legally binding on the signatories. The agreement may specify the activities, expectations, conditions, terms, standards, costs, monitoring, and other actions to be taken by both parties to the agreement.
Contract Amendment	A written agreement which, when executed, changes an existing contract. The amendment specifies the changes and requires the approval of all signatories to the original contract.
Contract Manager	A DSCYF employee designated to have overall administrative responsibility for development, implementation, monitoring, and management of a contract.
Cost Reimbursable Contract	A contract that secures services for an entire program and stipulates agreement to reimburse the full cost for service based on an agreed upon budget and supporting narrative up to an agreed upon amount. (Sometimes referred to as "program funded").
Court Review	Judicial determination regarding placement custody and permanency planning.
Criminal Justice Information System (CJIS)	The name of the criminal justice database managed by the Delaware Criminal Justice Information System Agency.
Critical Decision	A determination about the status of an individual's eligibility (Step A) and service provision (Step B).
Critical Incident (Reportable Event)	A DSCYF client occurrence that is outside of ordinary circumstance or standard operating procedures which requires reporting and a follow-up response consistent with DSCYF policy and procedure.
CRM	See—Customer Relations Management.
Customer Relations Management (CRM)	Software programs to support capture and analysis of client inquiry/complaint information.
CYCIS	See—Children and Youth Client Information System.
Data Cleanup	See Data Maintenance.

Term	Definition
Data Dictionary	1) A document or system that characterizes the data content of a system. 2) In a database management system, a data structure that stores metadata, i.e. data about data. Generally, it is a set of data descriptions <a href="http://foldoc.doc.ic.ac.uk/foldoc/foldoc.cgi?data+descriptions">http://foldoc.doc.ic.ac.uk/foldoc/foldoc.cgi?data+descriptions</a> that stores the names, field types, length, and other characteristics of the fields in the database tables. An active data dictionary is automatically updated as changes are made the system.
Data Maintenance	1) Correction, deletion, or other modification to data to bring it in line with standards, usually performed by a person other than the data entry person 2) Also referred to as data scrubbing, the act of detecting and removing and/or correcting a database's dirty data (i.e., data that are incorrect, out-of-date, redundant, incomplete, formatted incorrectly, etc.). The goal of data cleansing is not just to clean up the data in a database but also to bring consistency to different sets of data that have been merged from separate databases. Sophisticated software may be used to assist with cleaning a database's data using algorithms, rules, and look-up tables.
Data Mapping	The process of matching one set of data elements or individual code values to their closest equivalents in another set of them. This is sometimes called a cross-walk.
DCMHS	See—Division of Child Mental Health Services  This division was renamed the Division of Prevention and Behavioral Health Services as of July 1, 2010.
DCIS2	See—Delaware Client Information System.
DPBHS	See—Division of Prevention and Behavioral Health Services.
Delaware Client Information System (DCIS2)	The Delaware Client Information System (second generation), DHSS' client tracking database. The DCIS system contains a hierarchical eligibility determination process called the "cascade" that determines eligibility for all of DHSS' cash assistance programs and Medicaid based on data entered by DHSS workers and applied against the standards of each program.
Delaware Criminal Justice Information System (DELJIS)	The name of the agency that maintains and sets access standards to Delaware's Criminal Justice Information System (CJIS).
Delaware Student Information System (DELSIS)	The centralized database maintained by the Department of Education listing the names of students and the schools they have attended.
Deliverable	Documents or products required by contractual agreement from service providers such as admission summaries, treatment plans, discharge summaries, incident reports, licenses, credentials, and billing for services (invoices).
DELJIS	See—Delaware Criminal Justice Information System.
DELSIS	See—Delaware Student Information System.

Term	Definition
Department of Services for Children, Youth and Their Families (DSCYF)	The Delaware department responsible for child protective, juvenile justice, child mental health, prevention and early intervention, and child care licensing services.
DFS	See—Division of Family Services.
Direct Service Provider	An organization or facility whose employees provide or deliver services to children and their parents or caregivers.
Disability	In the context of an eligibility determination, disability refers to the criteria established under Title XVI of the Social Security Act that qualifies a person for the Supplemental Security Income program.
Discharge Plan	A component of a Service or Treatment Plan - This is a summary of progress and follow-up plan for each client's care after their release from or completion of a service.
Disposition	Decision outcome—examples include court orders or the results of service screening.
Dispositional Guidelines	A collaborative effort by Delaware Juvenile Justice agencies to create a set of standards, or guidelines, to both ensure public safety as well as to ensure a graduated approach to the rehabilitation of juvenile offenders.
Division of Child Mental Health Services (DCMHS)	This division was renamed the Division of Prevention and Behavioral Health Services as of July 1, 2010.
Division of Family Services (DFS)	The division within DSCYF that is responsible for child protective and child care licensing services.
Division of Management Support Services (DMSS)	The division within DSCYF that is responsible for administrative support functions such as human resources, fiscal services, facilities and maintenance, and management information systems. The Office of the Secretary is located in DMSS and contains the Education Unit.
Division of Prevention and Behavioral Health Services (DPBHS)	The division within DSCYF that is responsible for prevention, child mental and behavioral health, and substance abuse services.
Division of Motor Vehicles (DMV)	The Delaware agency that provides driver's licenses required for those who transport children served by DSCYF and contracted providers.
Division of Substance Abuse and Mental Health (DSAMH)	A division within Delaware Health and Social Services, DSAMH provides drug and alcohol treatment services for adults, prevention programs, community support services to adults with psychiatric disabilities, and operates Delaware's only state-operated psychiatric hospital for adults.
Division of Youth Rehabilitative Services (DYRS)	The division within DSCYF that is responsible for juvenile justice services.

Term	Definition
DMSS	See—Division of Management Support Services.
DMV	See—Division of Motor Vehicles.
Document	Anything that stores information.
DSAMH	See—Department of Substance Abuse and Mental Health.
DSCYF	See—Department of Services for Children, Youth and Their Families.
Due Process	An individual's right to be heard by an independent review party in a timely manner as specified in policy or procedure.
DYRS	See—Division of Youth Rehabilitative Services.
Early and Periodic Screening, Diagnostic, and Treatment (EPSDT)	A symptom screen to qualify potential clients for behavioral health services.
Early Intervention (EI)	DSCYF programs for at risk children who may or may not be Department clients.
Early Risk Screen (ERS)	A Department screening instrument designed to predict long term restrictive care from risk factors apparent by age 6 not currently being used.
Edit Check	Automated method to insure that a single data element being entered falls within a predefined domain or set of values, such as a drop down list.
EDS	See—Electronic Data Systems.
Educational Surrogate Parent	Educationally appointed requirement for any child identified as special education to ensure educational decisions are made in the child's best interest (only for children without an available parent).
EI	See—Early Intervention.
Electronic Data Systems (EDS)	The organization that electronically processes Medicaid claims.
Eligibility	Condition of meeting required criteria.
Enterprise Resource Planning (ERP)	The purpose of the State of Delaware's Enterprise Resource Planning Project is to provide a statewide enterprise level integration for the management of the state's financial and human resources. The two portions of ERP are the Payroll Human Resource Statewide Technology (PHRST) and First State Financials (FSF).
EPSDT	See—Early and Periodic Screening, Diagnostic, and Treatment.

Term	Definition
Error Logs (Process)	A listing of errors that occur during a data processing routine, such as errors that occur while importing data from an external source into a data table.
ERP	See—Enterprise Resource Planning
ERS	See—Early Risk Screen.
E-School Plus	The name of a Delaware Department of Education's student data base information system.
Exception Reports (data)	Listing of logical errors or missing data in stored information.
Expungement	1) An act of the court that seals a court record from the public. 2) A purging of court records under certain circumstances. 3) A process by which a record, or a portion thereof, is officially erased or removed after the defendant is not convicted. Criminal record expungement requests are heard by circuit courts, and, under certain conditions, by the general district court. 4) A court order allowing the destruction or sealing of records after the passage of a specified period of time or when the person reaches a specified age and has not committed another offense.
Fair Hearing	The right to present evidence before an impartial hearing officer supporting a complaint that alleges an unfair decision has been made.
FBI	See—Federal Bureau of Investigation.
Federal Bureau of Investigation (FBI)	The FBI is the principal investigative arm of the United States Department of Justice. It has the authority and responsibility to investigate specific crimes assigned to it. The FBI also is authorized to provide other law enforcement agencies with cooperative services, such as fingerprint identification, laboratory examinations, and police training.
Federal Medical Assistance Percentage (FMAP)	This percentage represents the federal share of Medicaid claims and is also used as the federal matching rate for other Social Security Act programs like Title IV-E. This number is calculated each year and is based on each state's per capita income. It is published in the Federal Register.
First State Financials	This is the financial management portion of Delaware's Enterprise Resource Planning (ERP) Project. It replaced the Delaware Financial Management System (DFMS) as of July 2010.
Fixed Cost Contract	A contract that delineates an agreed upon price for a specific work product or set of deliverables.
FMAP	See—Federal Medical Assistance Percentage.
Formal Service	Services provided by internal or external provider, other than informal or case management.



Term	Definition
Foster Care	Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition <i>regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child</i> , whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.
FSF	See—First State Financials
FSF Transactions	FSF transactions include payment vouchers, purchase orders, requisitions, encumbrance adjustments, purchase order modifications, credit receipts, expenditure corrections, etc.
Funding End Date	Last date funded in a specific service.
Funding Start Date	First date funded in a specific service.
General Funds (GF)	State appropriated funds as a result of the legislative passage of an annual budget.
GF	See—General Funds.
Health Insurance Portability & Accountability Act of 1997 (HIPAA)	The part of HIPAA called “Administrative Simplification” required standardization of all electronic transactions relating to healthcare for providers that met a certain threshold. DSCYF redesigned its Medicaid claiming processes to be HIPAA compliant that were implemented in December of 2002. Other important requirements under that section of HIPAA require the privacy and security of “protected healthcare information.”
Hearing Officer	The person authorized with the responsibility for conducting a fair hearing.
HIPAA	See—Health Insurance Portability & Accountability Act of 1997.
Home	The residence of a child's parent(s) or legal custodian.
ICAMA	See—Interstate Compact for Adoption and Medical Assistance.
ICJ	See—Interstate Compact for Juveniles.
ICPC	See—Interstate Compact for Placement of Children.
ICT	See—Interagency Collaborative Team.
IDEA	See—Individual Disability Education Act.
IEP	See—Individual Education Plan.

Term	Definition
Individual Disability Education Act—HR-1350 (IDEA)	Federal law protecting children with special needs.
Individual Education Plan (IEP)	Plans required by the Individual Disability Education Act for children identified through a formal system as having an educational handicapping condition.
Informal Service	Array of educational, cultural, recreational, spiritual services provided by community, family, and neighborhood systems (not DSCYF).
Inquiry	Any question or request by any means from anyone (may need to specify sub-types).
Inquiry	Request for information.
Institutional Definition List	Definitions established in federal regulations (42 CFR and 45 CFR) that establish definitions of institutional facility types and out-of-home settings for foster care for IV-E and Medicaid eligibility.
Interagency Collaborative Team (ICT)	A cross agency team that is established by the Department of Education for youth identified as disabled according to Federal and state regulations for Individual Disability Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 to oversee educational services or educational residential placement.
Interstate Compact Administrative Case	The case record for a child placed out of state that is held by the Interstate Unit.
Interstate Compact for Adoption and Medical Assistance (ICAMA)	This compact provides for the services for children that generally occur after adoption finalization.
Interstate Compact for Juveniles (ICJ)	This compact is for placement of a delinquent youth with relatives out-of-state. This compact is not used for placement in juvenile residential placements.
Interstate Compact for Placement of Children (ICPC)	This compact provides for placement in foster, relative, or residential facilities for a child active with DFS and YRS. Children placed in mental health facilities are open in DFS or YRS or are a parental placement if not active in DFS or YRS.
Interstate Compact Treatment Case	The case record for a child placed out of state that is held by the Division in which the child is open.
K-12 Administrative Rules	Department of Education administrative codes for Delaware public schools.
Length of Service (LOS)	Period of time a child is receiving a service while living at home (not living in an out-of-home placement).

Term	Definition
Length of Stay (LOS)	Period of time a child is residing in a foster home or contracted out-of-home residential service.
Level of Care-- (DCMHS)	A type of behavioral health care in a graduated continuum of care ranging from outpatient to inpatient.
Level of Care-- (DFS)	Assessment of a child's needs to determine placement and payment.
Level of Service-- (DYRS)	Delaware's Sentencing Accountability Commission (SENTAC) levels.
License	A document denoting that a facility has met Delaware standards (within Delaware) or similar standards for residential facilities in other states or that an individual has met the requirements to provide designated services.
LOS	See—Length of Service or Length of Stay. LOS is determined by whether LOS refers to length of service in a community-based service, length of stay in an out-of-home residential service, or length of time a child received a service.
Manifestation Determination	The team decision, "determination" of whether severe, disruptive behavior is due to or a "manifestation of" the child's disability. The IEP team must hold a special meeting to complete a "manifestation determination" for a child who is suspended on a continuing basis or considered for expulsion, for a behavior when the child is identified as a student with special education needs. The process is to ensure that no child is excluded from receiving education due to a disabling condition.
Maximum Discharge Date (MDD)	This date is calculated per client according to their criminal court ordered sentence term. It is the final date on which a client can be held in any court ordered DYRS service(s).
MDD	See—Maximum Discharge Date.
Medicaid	A federal entitlement program established as Title XIX of the Social Security Act administered by the states designed to provide health care to poor individuals and special groups, like "special needs" children. DSCYF operates a mental health managed care "carve-out" for Medicaid under its Managed Care Waiver Program.
Medicaid Management Information System (MMIS)	Each state has an MMIS that records eligibility for clients and processes claims for medical assistance.
Medical Necessity	Described in the State Medicaid Manual as "health care, treatment or other measures that are necessary to correct or ameliorate defects and physical or mental illnesses and conditions." In addition to this general definition, certain Medicaid services have specific requirements in order for a recommended service to be considered "medically necessary" such as the credentials of the person performing the review and the timeframe within which the review must be performed.

Term	Definition
Medication Utilization Reviews	A psychiatric review of records for all DCMHS clients taking a certain number of psychotropic medications according to information provided by Medicaid and/or progress reviews, with the goal of managing risk associated with taking multiple psychotropic medications. Also may occur during review of an incident.
Mental Health Block Grant (MHBG)	Pass through grant to Child Mental Health Services from the Department of Health and Social Services (DHSS).
MHBG	See—Mental Health Block Grant.
Mixing Request	A request to Family Court for permission to place adjudicated youth with non-adjudicated children.
MMIS	See—Medicaid Management Information System.
National Child Abuse and Neglect Data System (NCANDS)	Federally mandated data collection on child abuse, neglect, and dependency. (See NCANDS element and mapping for specific data fields).
National Crime Information Center (NCIC)	A computerized index of criminal justice information available to federal, state, local law enforcement, and other criminal justice agencies that is operational 24 hours a day, 365 days a year for inquiries and prompt disclosure of information in the system.
NCANDS	See—National Child Abuse and Neglect Data System.
NCIC	See—National Crime Information Center.
NCLB	See—No Child Left Behind.
Needs	Conditions or behaviors that are identified and addressed through appropriate services and goals in service planning.
No Child Left Behind (NCLB)	Federal law mandating standards and having every child benefit from school curriculum. NCLB is another name by which Title 1 is known.
Non Contracted Agreement	A process that permits obtaining service for a child in an emergency—similar to a waiver for the same purpose.
Non-appropriated Special Funds (NSF)	Federal funds and federal or private grants that are not appropriated by the state.
NSF	See—Non-appropriated Special Funds.
OASDI	See—Old Age Survivors Disability Insurance.
OCCL	See—Office of Child Care Licensing.

Term	Definition
Office of Child Care Licensing (OCCL)	A DSCYF, DFS office that licenses childcare providers and facilities, and conducts criminal background checks on individuals serving children.
Ohio Scales	The Ohio Youth Problems, Functioning, and Satisfaction Scales consist of three parallel rating scales filled out by parents, youth and workers, to periodically assess perceptions of severity of the youth's problems, level of functioning, hopefulness, and overall satisfaction and understanding of behavioral health care services provided to the youth. Intended for children aged 5 to 18 who receive behavioral health care.
Old Age Survivors Disability Insurance (OASDI)	Funds a child receives through death benefits or because of a mental health disability or other long-term functional disability (generally related to a medical condition).
On-Line Validation	See System Validation.
Out-of-Home	A child's residence other than with child's parent(s) or legal custodian.
PAC	See—Placement Authorization Committee.
Parent Organization (coordinator of service)	The management entity for a contracted service provided by a facility or program that is part of the parent organization.
Payment Voucher	Transaction document processed by First State Financials (FSF) to make a payment to a vendor.
Payroll Human Resource Statewide Technology (PHRST)	This is the human resource management portion of Delaware's Enterprise Resource Planning (ERP) Project.
PCIC	See—Plan for Child in Care.
Per Diem	Per day—used in unit cost contracts in which a day is one kind of unit.
Permanency	Related to goals for long-term stability children in foster care, i.e., reunification, adoption, guardianship, etc. Permanency reporting for AFCARS requires data related to length of time to reunification, stability of placements in foster care, length of time to adoption, etc.
PHRST	See—Payroll Human Resources Statewide Technology
Placement	A child's residence other than with child's parent(s) or legal custodian arranged or facilitated by the Department.
Placement Authorization Committee (PAC)	The committee in YRS that reviews and approves requests for alternative residential placements for adjudicated youth prior to referral.

Term	Definition
Placement Review	A component of the case review process. This area of review evaluates: the child's plan, (Plan for Child in Care or PCIC-IV) that reasonable efforts were made by staff to prevent placement; relatives were assessed as potential caregivers for the child; efforts were made to reunify the child with their parents; safety of the child was maintained while in care; review of the child's permanency goal; and, all well-being needs were met. (i.e. physical health, educational, and mental health).
Plan for Child in Care (PCIC)	<p>A plan for meeting a child's needs while in out-of-home care. The child's plan includes an assessment of the child's needs and the agency's plan to address those needs. There are three components that comprise the Plan for Child in Care:</p> <p>Part II – Child Placement Plan – addresses circumstances surrounding the placement and the child's immediate needs. It identifies the child's medical conditions, medications, their health care provider, and current school information. (Part II is completed within 5 working days of the child's placement.)</p> <p>Part III – Child Service Plan – plan to identify and meet the child's needs while in placement and, until permanency is achieved. The areas specifically addressed include permanency goal, medical and dental needs, educational/vocational needs, social/emotional needs, behavior management, and preparation for independent living, court requirements, and visitation. (Part II is completed within 30 calendar days of the child's placement.)</p> <p>Part IV - Child Service Plan Review – a process by which all areas addressed in the Plan for Child in Care are reviewed. The review is completed every six months for children in foster care and every three months for children in specialized foster or group care. The review is to be completed at a team meeting including all parties and should address the child/family progress toward attaining the goals.</p> <p>Common elements in service plans and PCICs permit service plans to be readily subsumed in an ISP.</p>
PO	See—Purchase Order.
Prevention/ Early Intervention Recipient	An individual who receives services from DSCYF but may or may not be a DSCYF client (may or may not be registered).
Provider Case Managed	Identifiable department clients receiving services funded by the department where the provider does case management and there is departmental oversight but minimal departmental case management is required (DCMH out-patient is an example).
Provider Organization	This entity contains data elements pertaining to a company or organization that provides services directly to a DSCYF client.
Provider Site	The physical location(s) of provider.
Purchase of Care Organizations	A contractor for the Department who recruits, trains, and provides case management for foster care families for the Department.

Term	Definition
Purchase Order (PO)	An encumbrance against the accounts of the State for the purchase of a specific service or organizational support that is issued by the Department and approved by the Department of Finance prior to the expenditure of funds.
PV	See—Payment Voucher.
QA	See—Quality Assurance.
QI	See—Quality Improvement.
Quality Assurance (QA)	Review processes, conducted by DSCYF or Division quality units to ensure compliance with policies, procedures, and best case management practices.
Quality Assurance Review	On-going service reviews to insure compliance with policy and acceptable procedures and processes. These reviews may be based on the selection of a sample of cases or may be a more intensive review of a particular case or incident.
Quality Improvement (QI)	Department or Division reviews to identify opportunities for improvement in service processes, case management, or children outcomes.
RDBMS	See—Relational Database Management System.
Reauthorization Review	A review of a time-limited “managed care” service to determine if the service should be extended for another authorization period or other action taken.
Records Retention	The regulations established by the State of Delaware Archives that establish the guidelines for retention of administrative and case records.
Referential Integrity	A feature provided by a relational database management system (see RDBMS) that prevents users or applications from entering inconsistent data. Most RDBMS have various referential integrity rules that you can apply when you create a relationship between two tables.
Registration	A process, which links an individual to an activity.
Relational Database Management System (RDBMS)	A relational database stores data in the form of related tables. Relational databases are powerful because they require few assumptions about how data is related or how it will be extracted from the database. As a result, the same database can be viewed in many different ways.
Relief	A written description of the remedy sought by the appellant.
Requisition	An initiating procurement transaction that includes information such as vendor, goods/services to be secured, and source of funding to finance the procurement. Upon review and approval, this may result in the issuance of a Purchase Order.

Term	Definition
Resource	An internal or external source of support for children and families. This may include paid and unpaid services, formal and informal supports, in-home and out of home services. The types of resources that may be included are family child care homes and child care centers, foster families, non-relative and relatives caregivers, community, and faith based providers.
SAF	See—Service Admission Form.
Safety Plan	A written plan of action that identifies the factors jeopardizing a child's safety, the necessary activities needed to control those factors, and the parties responsible for each activity. The implementation of single or multiple safety responses intended to control safety influences, which if unattended, may endanger a child. (see Safety Review).
Safety Review	<p>Evaluating the safety of a child is a discrete function that is separate from validating the presence of child abuse or neglect and, assessing and identifying the risk of maltreatment. Safety addresses a child: immediate and present danger and the interventions currently needed to protect the child. A child's safety shall be assessed:</p> <ul style="list-style-type: none"> <li>• At the time of the initial face to face contact with the</li> <li>• identified victim and household caregivers; and</li> <li>• Prior to returning a child home; and</li> <li>• Prior to case closure; and</li> <li>• Whenever circumstances suggest that the child's safety</li> <li>• may be jeopardized.</li> <li>• At the time of pre-placement in a foster home</li> </ul> <p>Results in a safety determination that may require action documented in a safety plan.</p>
SAPTBGF	See—Substance Abuse Prevention and Treatment Block Grant.
SBI	See—State Bureau of Investigation.
Screening	Application of criteria to information—separating based on criteria/compare data to rules/process to review and classify.
SENTAC	Delaware's Sentencing Accountability Commission.
Sentencing Accountability Commission (SENTAC)	The overall purpose of this State of Delaware commission is to establish a system that emphasizes accountability of the offender to the criminal justice system and accountability of the criminal justice system to the public.
Service	Any form of assistance or intervention to facilitate a goal. From a contract management perspective, activities and programs procured to benefit Department clients.



Term	Definition
Service Admission Form (SAF)	A standardized form used by the Division of Prevention and Behavioral Health Services for admitting a child to an out-of-home or residential placement, as well as to a specific service, that includes demographic, diagnostic, risk, and medical information that serves as input for a provider's more detailed planning.
Service End Date	Last date served in a specific service (includes Discharge).
Service Integration Fund (SIF)	A DSCYF pool of flexible funds used to serve child and family needs not otherwise funded. Note: divisions and offices have other flexible funding sources with unique rules and management requirements.
Service Plan	<p>Contains data elements pertaining to a goal-directed course of action based on the strengths of the client and family to address the safety, public safety, permanency, well-being, environmental risk factors, high risk behaviors, and other needs and issues identified in various assessments.</p> <p>Service plans are a part of the Integrated Service Plan. Common elements in service plans and ISPs permit service plans to be readily subsumed in an ISP.</p>
Service Request	This is a subcategory of inquiry. It is a provision of information about a DSCYF service to a potential recipient.
Service Review	Any review of a Departmental service, contracted or non-contract, regarding the utilization, appropriateness, and benefit of the service being provided to families and children.
Service Start Date	First date served in a specific service (includes Admission).
SIF	See—Service Integration Fund.
Smart Plan	A Service Plan that can be edited for release based on need to know and consistent with Department Confidentiality Policy.
Social Service Block Grant (SSBG)	Title XX of the Social Security Act, also referred to as the Social Service Block Grant, is a capped entitlement program. Block grant funds are given to States to help them achieve a wide range of social policy goals, which includes preventing child abuse and increasing the availability of child care.
SSBG	See—Social Service Block Grant.
SSI	See—Supplemental Security Income.
Standardized Testing Scores	Method for standardizing testing scores and comparing relationship to norms.
Standing	Formal relationship that qualifies individual to appeal.

Term	Definition
State Bureau of Investigation (SBI)	The State Bureau of Investigation is the detective agency at the state level, the state's equivalent to the FBI, who investigates all manner of cases assigned to them by their state's laws and who report to the State's Attorney General. They are a plains clothes agency that provides technical support to local agencies.
Strengths	Behaviors or other characteristics of a child, family, or community that can be used as resources in creating a service plan.
Substance Abuse Prevention & Treatment Block Grant (SAPTGBF)	Pass through grant from the Department of Health and Social Services (DHSS) with 75% of the funds going to the Office of Prevention and 25% of the funds going to Child Mental Health Services.
Supervisory Review	A process whereby the Supervisor examines work process and products resulting in supervisory decisions and actions (includes case conference activities, supervisor disposition/approval activities).
Supplemental Security Income (SSI)	The Supplemental Security Income program established under Title XVI of the Social Security Act to provide subsistence payments and medical coverage to low income individuals who are aged, blind, or disabled. Eligibility for this program includes both financial criteria to verify low income status (done by the Social Security Administration) and evaluation of disability (done by the Disability Determinations Service--Delaware Department of Labor).
System Administrator	Individual responsible for maintaining, in part or in whole, a multi-user computer system. Examples of duties include setting up user accounts and security profiles; data maintenance, installing system-wide software; maintaining servers; or performing procedures to protect the hardware, software, and data in the system.
System Validation	An automated method of determining whether or not the data being entered meets logical rules programmed into the system.
Title 1	Federal regulations providing support primarily in reading and math for children with socioeconomic disadvantages. Also known by the name of "No Child Left Behind."
Title IV-D—Child Support	Title IV-D of the Social Security Act, offers grants to States for the purpose of enforcing the support obligations owed by absent parents to their children, locate absent parents, establish paternity, and obtain child, spousal and medical support.
Title IV-E	The short name for the Foster Care and Adoption Assistance entitlement program established as Title IV-E of the Social Security Act. This federal program subsidizes adoptions and the cost of children in foster care who are poor and who were removed from their parents based on a court order that indicates that leaving the child in the home would be contrary to their welfare and that the state made reasonable efforts to prevent their removal.
Title IV-E Chafee Foster Care Independence Program	Funds that may be used by States for services that facilitate the transition of children in foster care to independent living.

Term	Definition
Transfer Instruction Sheet (i.e. Medical Passport)	A standardized form used by the Department to provide the most current and accurate medical and behavioral information to a receiving placement/home at the time a placement occurs. This includes detention, residential treatment centers, group homes, foster homes, relative placements, and a youth's home when the child is returned.
Transition Plan	A component of a Service Plan - This is a plan for moving from one service to another while in an active case. For example, a transition plan might cover the transition from an out-of-home placement or residential treatment to in-home community based services. A sub-type is age out planning (includes transition from DSCYF to DHSS).
Treatment Plan	See Behavioral Health Treatment Plan.
Unit Cost Contract	A contract that secures services based on pricing and reimbursement for agreed upon units of service. A unit of service can be specified by a time period (i.e., hour, day, month) or by a specific service component or deliverable (i.e., physical exam, x-ray, diagnostic evaluation).
United States Department of Agriculture (USDA)	The federal agency that supports the funding of meals for youth in juvenile residential facilities.
Urgency	Timeframe in which action is required based on risk.
USDA	See—United States Department of Agriculture.
Utilization Reviews	A periodic review of program funded contracts to insure effective use of resources with a general goal of achieving at least 80% of the resource.
Waiver	There are two types of waivers in the contract process. The first is a waiver for a contract in order to serve a child in an emergency. The second kind is a waiver of the requirement for a competitive bid.